



Position: Director of Catering

Company: The Austin Club Location: Austin, Texas

Company Overview: The Austin Club, an esteemed and historic private social club in the heart of Austin, Texas, is seeking a dynamic and experienced Banquet Director to oversee our exceptional banquet and event operations.

PLEASE DO NOT APPLY UNLESS YOU HAVE AT Least 3-5 YEARS OF PROFESSIONAL CATERING / BOOKING EVENT EXPERIENCE

We're excited to offer a new and exciting position to a very talented person to come and join our new and exciting food/ beverage operation.

Our operation seeks an experienced professional CATERING DIRECTOR to oversee the booking of special events, including banquets, weddings, and group gatherings. Individuals MUST have extensive food and beverage knowledge and must have knowledge, We are building a new management team and currently looking for a truly professional individual who can handle the catering position for our exciting new operation.

You'll be working with a true team of professionals in all of the various departments.

Prior knowledge and experience working with various catering, POS, and Microsoft Office software IS A MUST. Individuals with catering, hotel, and extensive banquet experience are encouraged to apply for this outstanding position.

You'll be the sole person directing the booking and following up on all inquiries, either in person, by email, or by text. The position is Monday through Friday with occasional attendance required for special events in the evenings, (Weddings, large gatherings, etc.).

This position requires a well-seasoned person who has a minimum of 3-5 years overseeing the direct responsibility of booking private events, weddings, corporate events, and various other types of functions, Individual should have an excellent food and beverage background to assist with planning new menus.

Appearance, proper phone etiquette, and command of the English language are essential. ***This position is open now and interviews are being conducted in person. and by face-time.***

Please do not apply if you do not meet the minimum experience as stated. Please reread the ad prior to applying so you're not wasting your time or ours. Only those whom we believe meets the qualification listed above will be contacted for an interview. Our company will provide to the right qualified individual a complete host of benefits (9 overall) from health insurance to retirement

Responsibilities:

Join our team at The Austin Club and be part of a historic venue dedicated to delivering exceptional service and creating memorable experiences for our members and guests.

To apply, please submit your resume and a cover letter detailing your relevant experience and why you are a suitable candidate for this position. We look forward to welcoming a passionate and dedicated Banquet Director to our team.

The Austin Club is an equal opportunity employer.

Please send your resume and cover letter:

Mr. Ken Richardson CCM

General Manager

kenr@austinclub.com